

**Minutes of the Ordinary Meeting of Stow Bardolph Parish Council**  
**Held at Stow Bridge Village Hall on Tuesday 9<sup>th</sup> July 2024**

The meeting commenced at 7.45pm

**In attendance:**

**Parish Councillors:** William Esse (Chair), Mark Brighton, Gary Bishop, Raymond Hudson, Susan Clanfield, Richard Gilbert & David Brighton

**Borough Councillors:** Colin Rose

**Norfolk County Councillors:** None

**Clerk:** Mrs V Howling

**1. To receive apologies for absence**

- 1.1 Apologies were accepted from Parish Councillor's Derek Barnes (illness) & Stephanie Dent (holiday).
- 1.2 Apologies were received from County Councillor Chris Dawson & Borough Councillor Vivienne Spikings.

**2. To receive any declarations of Interest in items on the agenda**

- 2.1 None.

**3. To approve and sign the minutes of the meeting held 11<sup>th</sup> June 2024**

- 3.1 The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

**4. Clerk's report (for information only)**

- 4.1 The Council's website now has a 'Biodiversity' page.
- 4.2 There has been no response from Woodlake's regarding the Council's offer to install Bird Boxes on their site; the Clerk will follow this up and report back at the next meeting.
- 4.3 The Clerk updated the Council on the move towards GOV.UK email address; although this is not yet compulsory, it is likely to become so in the near future. The Clerk will monitor this and report back as necessary.

**5. To receive updates from Borough and County Councillors**

- 5.1 Cllr Rose reported that the Borough Council's new Chief Executive Officer will take up their post in September.

**6. Open Forum for public participation**

- 6.1 There were no members of the public present.

**7. To discuss any Highway Matters**

- 7.1 A report on all previously identified issues is attached at appendix i.
- 7.2a New issues identified are listed at appendix ii and will be reported to Norfolk County Council (NCC) Highways Department.
- 7.2b Following a discussion regarding boundary issues, it was agreed that the Clerk should contact NCC Highways to ask for clarification on how boundaries between private properties and the roadside verge is determined, copying Cllr Dawson in to any correspondence.
- 7.3 The letter sent to the Leader of Norfolk County Council requesting a meeting to discuss road closures has not, so far, received a response.
- 7.4 The Parish Partnerships Fund is open for applications; however, no suitable projects have been identified for funding at the present time.

**8. To discuss any Street Light Matters**

8.1 No faults were reported.

**9. To discuss Planning Matters**

9.1 The Council noted the report from the Planning Advisory Group (attached to July 2024 agenda).

9.2 There were no new applications for review.

9.3 No other planning matters were discussed.

**10. To discuss and agree Finance Matters**

10.1 The Council reviewed and agreed the financial report for the current year to date.

10.2 The following payments were approved:

<i><b>Date</b></i>	<i><b>Payee</b></i>	<i><b>Details</b></i>	<i><b>Amount</b></i>	<i><b>Cheque no.</b></i>
30/06/24	Mrs V Howling	Salary & expenses (April – June)	1229.55	#101243
30/06/24	HMRC	Tax on salary	281.60	#101244
09/07/24	Cozens	Streetlight maintenance	108.00	#101245

10.6 No requests for donations were received.

**11. To review the Council's Planning Policy**

11.1 The Planning Policy was reviewed and agreed without amendment.

**12. To receive an update on cycle storage funding for village halls and agree any further actions**

12.1 Council Members confirmed that the cycle storage units, once purchased, could remain the property of the council and be listed on the Council's Asset Register, and therefore not become the property of the respective village halls where they will be located.

**13. Items for the next agenda**

13.1 The Clerk has been contacted by a parishioner, to ask if it is possible to change public bus routes so that Stow Bardolph village is on a bus route to King's Lynn; the Clerk has made contact with Norfolk County Council's Transport Department and will report back at the next Council meeting.

*The Chairman closed the meeting at 8.27pm. The next meeting is due to take place on 10<sup>th</sup> September at Barroway Drove Village Hall, commencing at 7.30pm*

Chairman .....

Date ...../...../.....

HIGHWAYS ISSUES APPENDIX i (previously reported issues)		
AREA	ISSUE	UPDATE
Stow Bardolph	Potholes on Give Way Triangle	Completed (2 years after being reported)
	Faded white lines faded on Give Way Triangle	Reported to Highways – no updates
	Faded white lines at junctions with A10 (both sides of road)	Reported to Highways – no updates
Stow Bridge	The Causeway from junction with Stow Bridge Road to junction with Holme Road – road surface in generally poor state, white lines and SLOW signs also need repainting	Reported to Highways – they are investigating the problem
	Junction of Runcton Road and The Causeway is extremely smooth and dangerous in wet weather and the white lines are faded	Reported to Highway – who have confirmed that the white lines need to be repainted but did not comment on the smooth surface of the road
	Conifers overgrown on The Causeway (Woodbine Cottage)	Letter sent to resident. Reported to Highways – they will write to landowner
	Overgrown hedge Runcton Road (Corner Cottage)	Letter sent to resident. Reported to Highways – they will write to landowner
	White lines at junction of West Head Road and Low Road faded	Reported to Highways – they have confirmed that action is needed
	Drainage problem causing flooding at junction of West Head Road and Low Road	Reported to Highways – no updates

	White lines at junction of West Head Road and Wards Chase faded	Reported to Highways – they have confirmed that action is needed
	Cracked drains near level crossing	Reported to Highways – no updates
<b>Barroway Drove</b>	Positioning of fence outside The Old School	Previously reported – no updates
	Trees in garden of 118/120 The Drove subject to Preservation Order are overhanging road and footway	Reported to Highways – they have written to the residents
<b>HIGHWAYS ISSUES APPENDIX ii (new issues)</b>		
<b>AREA</b>	<b>ISSUE</b>	
<b>Stow Bridge</b>	Trees overhanging road causing poor visibility Stow Road junction	
<b>Stow Bridge</b>	Trodden Wimbotsham Road is overgrown and impassable	
<b>Stow Bridge</b>	Pot hole near level crossing	
<b>Stow Bridge</b>	Cracked drains near level crossing	
<b>Stow Bridge</b>	Drainage issue at junction of Low Road and West Head Road causing flooding for residents on Low Road	
<b>Barroway Drove</b>	Bend on Lady Drove has no verge and in need of reflectors to prevent vehicles going into ditch	